-   **Vacancy Announcement** -

The Housing and Community Development Authority is accepting resumes for a **Senior Business Analyst** position**.**

To be considered for this position applicants must:

1. **Email a resume, cover letter, and one to three page professional writing sample to efenneman@spd.in.gov and jconley@ihcda.in.gov, listing the title of the position in the email subject line.**

2. **Applicants must also submit an online application through the State's Job Bank website for posting 582572. Follow the navigation below**
   < **www.in.gov/spd**
   <**Employment Opportunities**
   <**Apply now**
   -<**Register now**

The position's salary will range up to $48,000, commensurate with relevant education and work experience.   This position is housed in IHCDA's Indianapolis headquarters and resumes are being accepted until further notice.

Job Description:

The Senior Business Analyst serves as an onsite resource for the Housing and Community Development Authority's data management system (AuthorityDMS) software. As such, the position develops user documentation and internal controls for AuthorityDMS and other agency software. The Senior Business Analyst acts as liaison between IHCDA's AuthorityDMS developer and IHCDA staff in order to communicate staff needs to the developer and to communicate system fixes and functionality enhancements from the developer to staff. The selected candidate will hold AuthorityDMS training for IHCDA staff, will write and organize queries/reports in AuthorityDMS through the use of SQL Server Reporting Services, and will assist on sales presentations of AuthorityDMS.

Qualifications:

A Bachelor's degree in Business or information systems is preferred, though other degrees combined with relevant experience may be considered. A master's degree is a plus. Experience with the application of Generally Accepted Accounting Principles is also helpful. Knowledge of Microsoft SQL Server and the ability to learn to use SQL Server development tools is helpful, as is a comprehensive understanding of Great Plains, and other relevant software. Strong math skills are helpful. Candidates must possess excellent writing skills. Candidate should have the ability to effectively communicate with end-users of varying technical proficiencies as well as communicate effectively with technical staff.